

**Searching for Benefit Events Overview**

This Job Aid provides guidance on how to search for specific benefit events in Cardinal. An agency benefits administrator (BA) would use this job aid when they needed to look for certain types of events, for example: Hire or Life Events that were open and in need of enrollment. A BA could also use this job aid to search for events that were in a status of errored.

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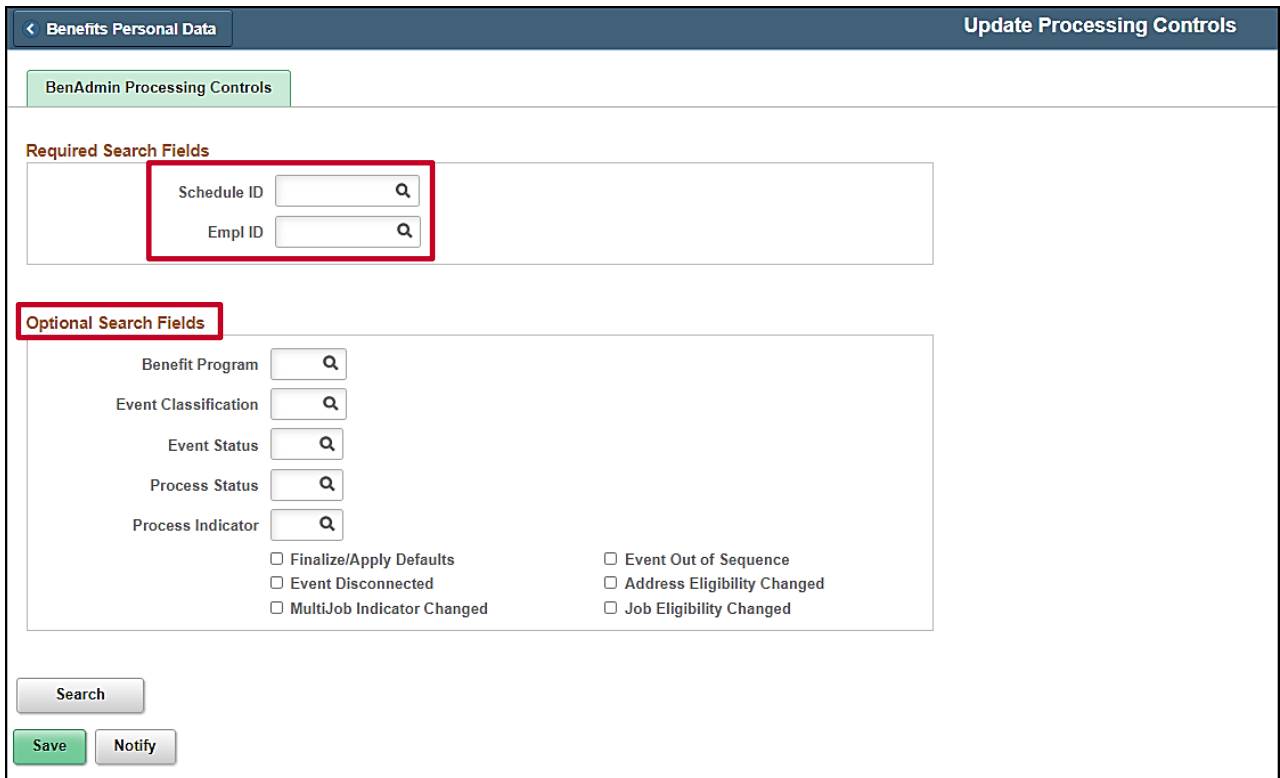
## Searching for Benefit Events

To search for specific benefit events, the BA must navigate to the **Update Processing Controls** page.

1. Navigate to the **Update Processing Controls** page using the following path:

**Navigator > Benefits > Manage Automated Enrollment > Events > Update Processing Controls**

The **Update Processing Controls** page displays.



The screenshot shows the 'Update Processing Controls' page. At the top, there is a navigation bar with a back arrow and 'Benefits Personal Data' on the left, and 'Update Processing Controls' on the right. Below this is a green tab labeled 'BenAdmin Processing Controls'. The main content area is divided into two sections: 'Required Search Fields' and 'Optional Search Fields'. The 'Required Search Fields' section contains two input fields: 'Schedule ID' and 'Empl ID', both with search icons. The 'Optional Search Fields' section contains five input fields: 'Benefit Program', 'Event Classification', 'Event Status', 'Process Status', and 'Process Indicator', each with a search icon. Below these fields are four checkboxes: 'Finalize/Apply Defaults', 'Event Out of Sequence', 'Event Disconnected', 'Address Eligibility Changed', 'MultiJob Indicator Changed', and 'Job Eligibility Changed'. At the bottom of the form, there are three buttons: 'Search', 'Save', and 'Notify'.

2. Enter the **Schedule ID** or **Empl ID** in the applicable Required Search Field.
3. Enter Optional Search criteria, as needed, in the applicable **Optional Search Fields** section.

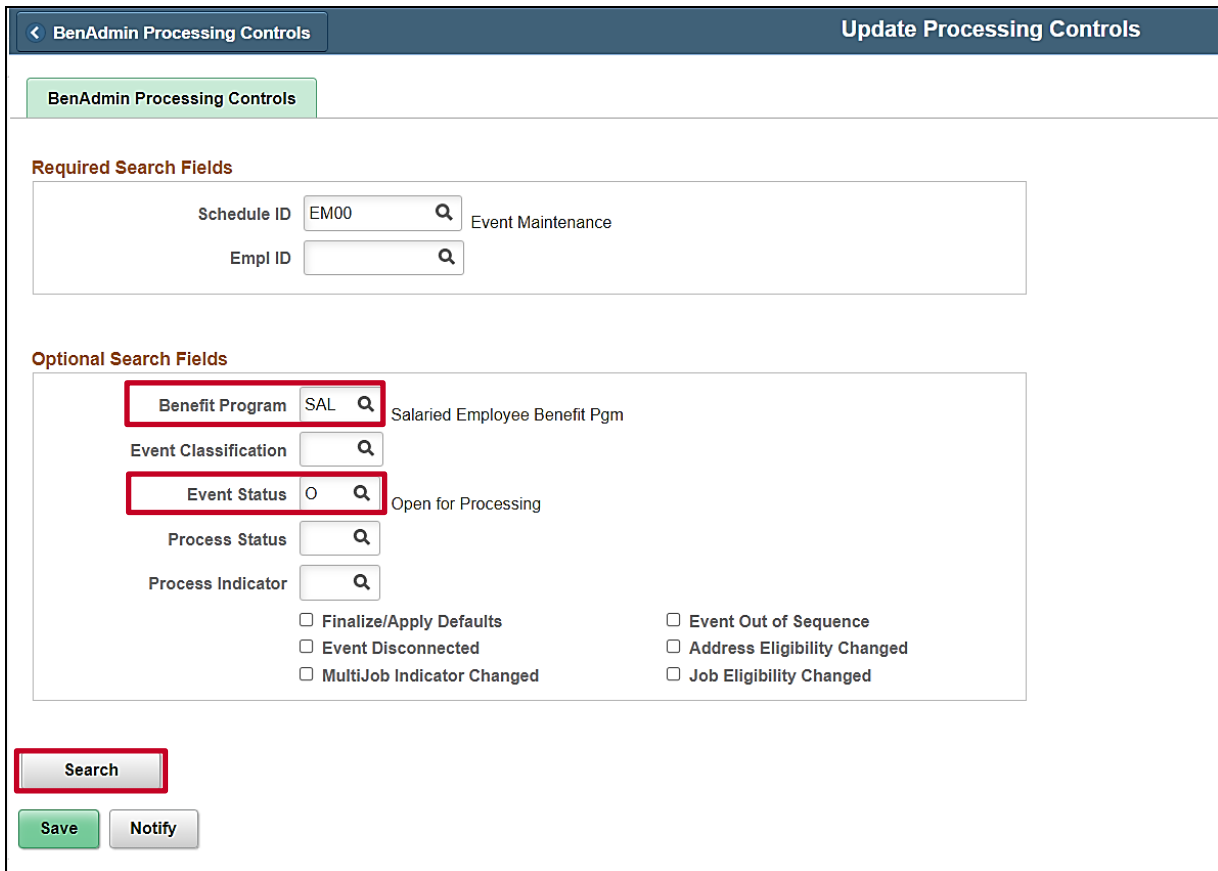
**Note:** Under the **Optional Search Fields** section there are several search options with specific characteristics useful for an Agency BA to be able to search for items such as Open events with an Event Out of Sequence flag. This can be helpful to identify, review, and address specific scenarios.

## Searching for Open Events

To search for an **Open event**, the BA must navigate to the **Update Processing Controls** page.

4. Navigate to the **Update Processing Controls** page using the following path:

**Navigator > Benefits > Manage Automated Enrollment > Events > Update Processing Controls**



5. Type in **SAL** for Benefit Program.

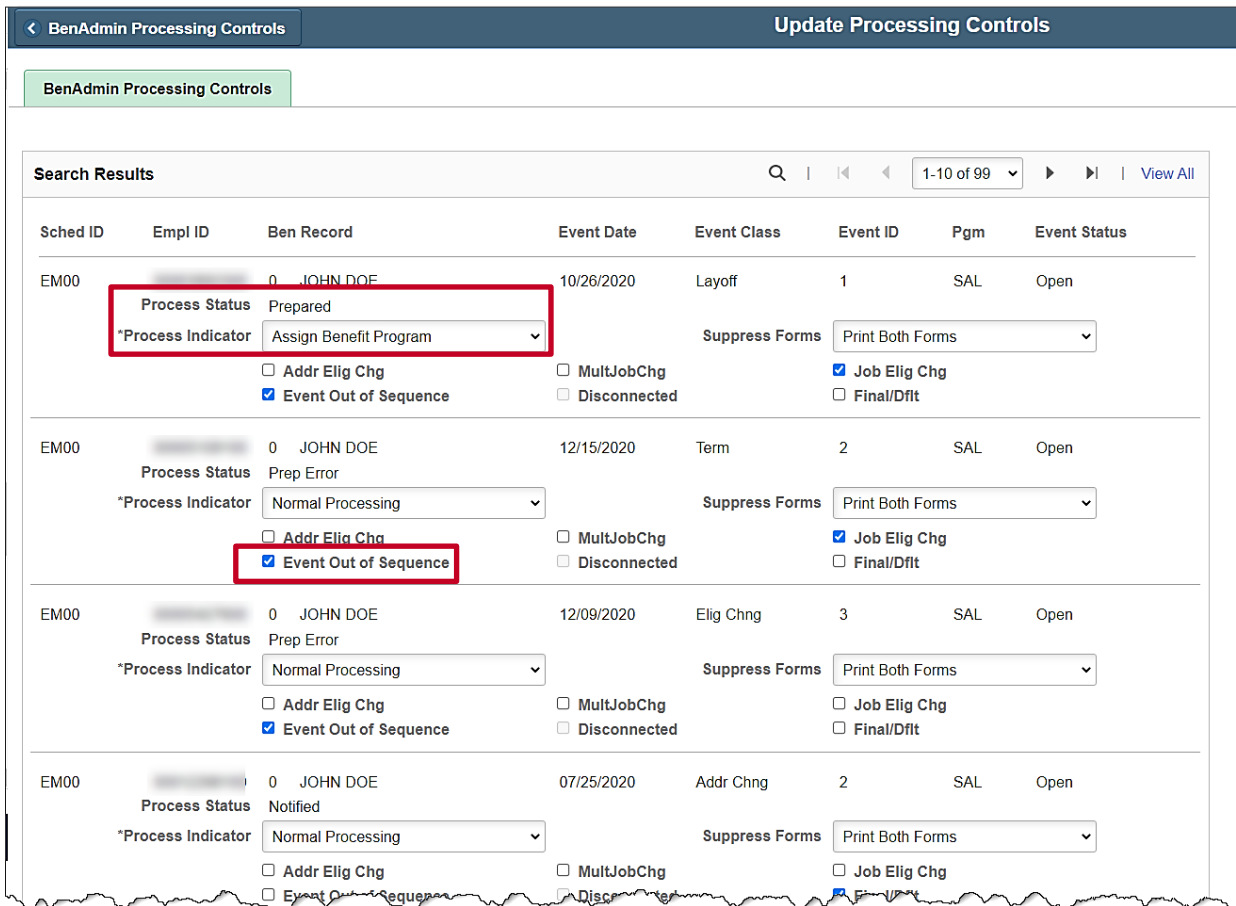
**Note:** Leave Benefit Program field blank to view all open events for all Benefit Programs.

6. Enter **Open for Processing** for Event Status.

7. Click **Search**.

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The **Update Processing Controls** page displays, and will show all events which meet the criteria from the search.



**BenAdmin Processing Controls** **Update Processing Controls**

**Search Results** 1-10 of 99 [View All](#)

Sched ID	Empl ID	Ben Record	Event Date	Event Class	Event ID	Pgm	Event Status
EM00		0 JOHN DOE	10/26/2020	Layoff	1	SAL	Open
		Process Status: Prepared					
		*Process Indicator: Assign Benefit Program					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input checked="" type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dflt			
		Suppress Forms: Print Both Forms					
EM00		0 JOHN DOE	12/15/2020	Term	2	SAL	Open
		Process Status: Prep Error					
		*Process Indicator: Normal Processing					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input checked="" type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dflt			
		Suppress Forms: Print Both Forms					
EM00		0 JOHN DOE	12/09/2020	Elig Chng	3	SAL	Open
		Process Status: Prep Error					
		*Process Indicator: Normal Processing					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dflt			
		Suppress Forms: Print Both Forms					
EM00		0 JOHN DOE	07/25/2020	Addr Chng	2	SAL	Open
		Process Status: Notified					
		*Process Indicator: Normal Processing					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Job Elig Chg			
		<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input checked="" type="checkbox"/> Final/Dflt			
		Suppress Forms: Print Both Forms					

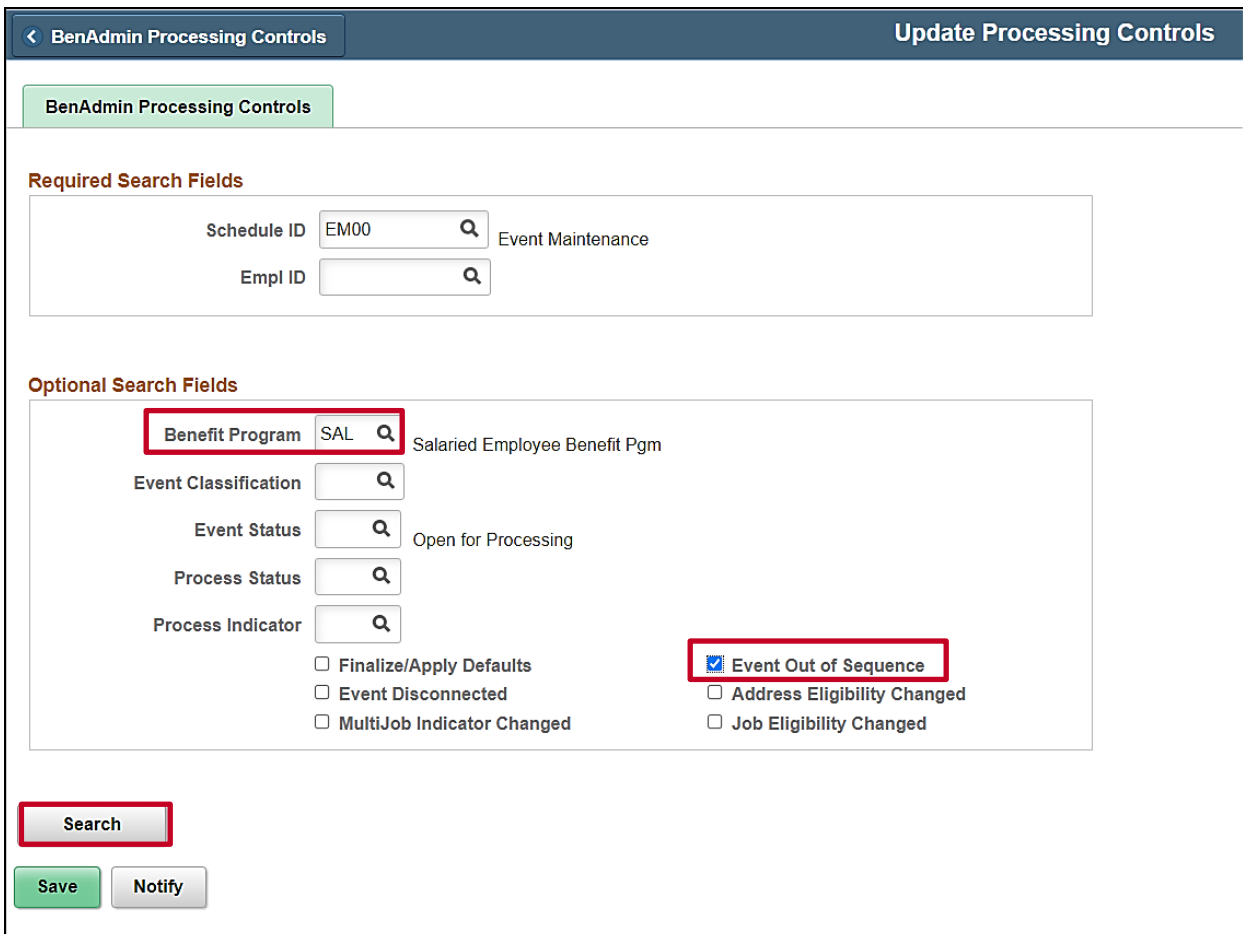
- Review the information displayed and proceed accordingly. Some of the important fields are: the **Processing Status**, **Process Indicator**, and if any **Flags** are shown.

## Searching for Out of Sequence Events

To search for **Out of Sequence Events**, the BA must navigate to the **Update Processing Controls** page.

9. Navigate to the **Update Processing Controls** page using the following path:

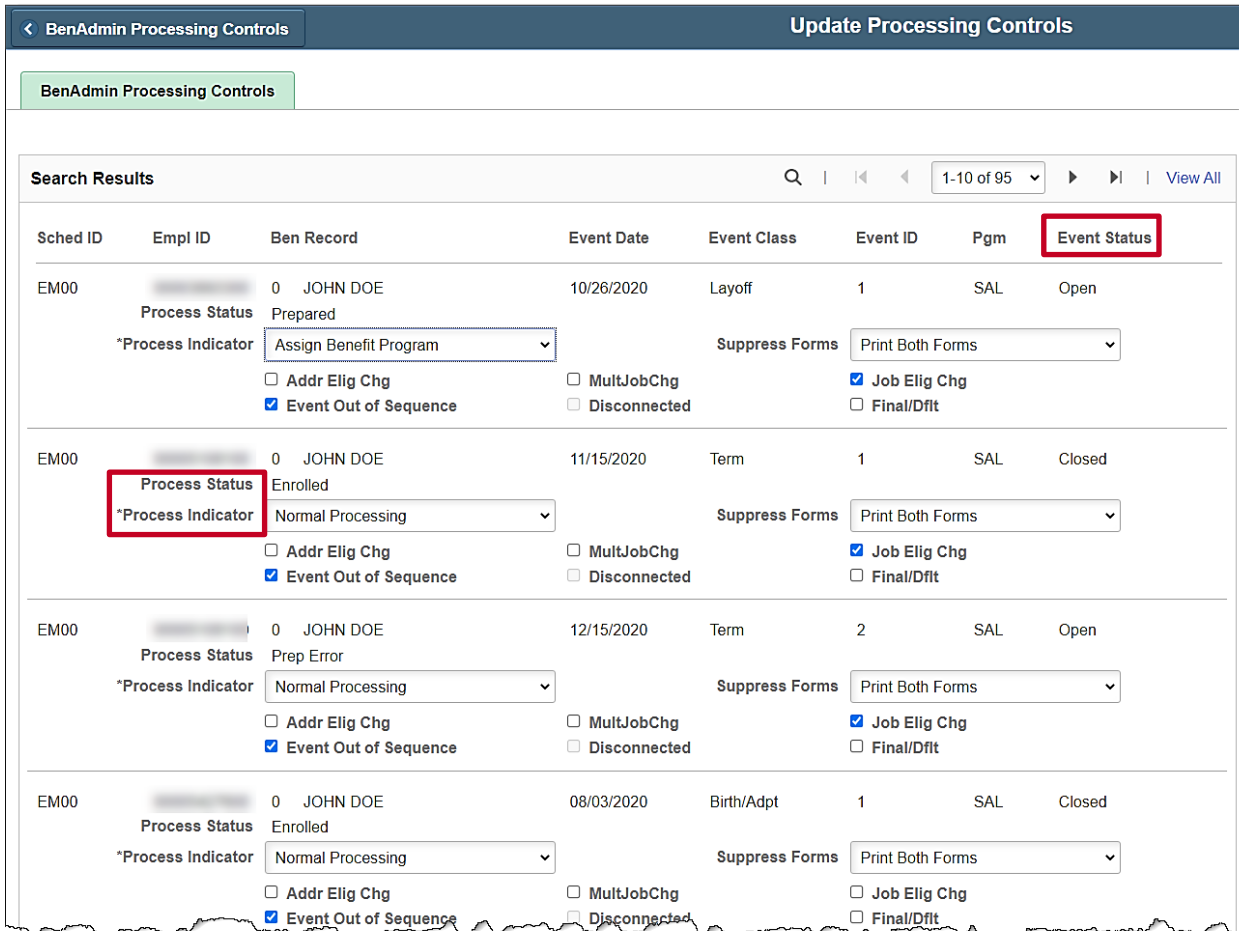
**Navigator > Benefits > Manage Automated Enrollment > Events > Update Processing Controls**



10. Type in **SAL** for Benefit Program.
11. Check the box next to **Event Out of Sequence**.
12. Click **Search**.

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The **Update Processing Controls** page displays. All events which meet the criteria from the search are displayed.



Sched ID	Empl ID	Ben Record	Event Date	Event Class	Event ID	Pgm	Event Status
EM00		0 JOHN DOE Process Status: Prepared *Process Indicator: Assign Benefit Program	10/26/2020	Layoff	1	SAL	Open
EM00		0 JOHN DOE Process Status: Enrolled *Process Indicator: Normal Processing	11/15/2020	Term	1	SAL	Closed
EM00		0 JOHN DOE Process Status: Prep Error *Process Indicator: Normal Processing	12/15/2020	Term	2	SAL	Open
EM00		0 JOHN DOE Process Status: Enrolled *Process Indicator: Normal Processing	08/03/2020	Birth/Adpt	1	SAL	Closed

- Review the information displayed and proceed accordingly. Some of the important fields are: the **Processing Status**, **Process Indicator**, and **Event Status**.

**Note:** Typically, the Benefit Administrator would determine if a flag can be removed, or an event needs to be set for reprocessing. When Benefits Administration runs in batch, each event will be processed in the same manner as if the entry was performed on the **On-Demand** page and manually processed. The **Employee Process Status Report** will also provide a list of all employees in a schedule with process statuses, but the Agency BA cannot select on the flag indicator values.